

MEETING MINUTES FOR THE:

City of Reedsburg – Personnel Committee

Monday, January 6, 2020

The Personnel Committee for the City of Reedsburg convened in regular session on Monday, January 6, 2020 at 5:00pm at the Reedsburg City Hall – Lobby Conference Room with the following members present:

Alder Phil Peterson, Chair
David Knudsen
Craig Braunschweig
Tiffany Schulte
Bill Voigt

Also Present:

Tim Becker, City Administrator
Police Chief Patrick Cummings

Approval of Minutes from October 7, 2019

Moved by Schulte, seconded by Braunschweig 5-0, Motion carried.

I: General Business

IA. Recommend to Council to amend the Personnel Manual to include a prohibition of electronic smoking devices in City buildings, facilities and vehicles.

Moved by Braunschweig, seconded by Schulte 5-0, Motion carried.

IB. Recommend to Council to amend the Personnel Manual to include authorizing Veterans Day as a recognized holiday for active and honorably discharged members for the US Armed Forces.

Moved by Knudsen, seconded by Braunschweig 5-0. Motion carried.

IC. Receive job description of the Administrative Assistant in the Police Department. Added language was requested by the Committee. Chief Cummings will amend and present to the Common Council.

Item II: Adjourn

Motion to adjourn by Knudsen, seconded by Braunschweig at 5:25pm. 5-0, Motion carried.

Timothy M. Becker

City Administrator